



Use of Photographs (Senior School) Policy

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Description: This policy outlines the Senior School's approach to the taking and use of photographs of the pupils.

OUR SCHOOL AIMS

- ❖ *To foster intellectual curiosity and a love of learning.*
- ❖ *To achieve high academic standards in a supportive but disciplined atmosphere.*
- ❖ *To equip pupils with the skills and knowledge to meet the challenges of our rapidly changing world.*
- ❖ *To instill an enthusiasm in interests and opportunities beyond the classroom.*
- ❖ *To support pupils' development of a sense of justice and an awareness of their rights and responsibilities as global citizens.*

1.0 INTRODUCTION

- 1.1 During the school year there are a number of occasions when Senior School staff or parents will want to take photographs or video footage of pupils. Such occasions include everything from assessment and curricular purposes in the classroom to awards ceremonies, school shows and sporting events as part of the wider life of the School. This policy sets out to provide a clear set of guidelines which will balance our wish to record events in the school year while protecting the rights of individuals.
- 1.2 Throughout this policy 'photography' refers to digital images, DVDs, videos and photographic prints or slides. 'In school' refers to all occasions whenever and wherever pupils are the responsibility of Education, Pastoral and Sports staff. 'Parent' refers to anyone with parental rights and responsibilities in relation to a pupil.
- 1.3 Lingfield College recognises that every member of the school community has a right to privacy under both human rights and data protection legislation, and that this right must be respected at all times. The main legislation taken into account is the Data Protection Act 1998 which requires us to ensure all individuals have information of a personal nature treated in a proper and appropriate manner. We consider child protection issues very seriously, as well as the need to be mindful of copyright restrictions.

2.0 POLICY AIMS

The Photography Policy sets out to ensure that:

- Photographs are only used for the purpose intended
- School use of photographs is facilitated



- Personal family photography is allowed where possible
- Individual rights are respected
- Parents are given the opportunity to opt out

3.0 SCHOOL USE OF PHOTOGRAPHS

3.1 The School uses photographs for a number of purposes:

- Assessment of pupils in some class situations
- Illustrating aspects of learning and teaching, sometimes on Firefly (VLE)
- Identification and security
- Recording events in the life of the School
- Publicity
- Celebrating or promoting school events on the website

3.2 Photographs should not be used for any purpose other than that originally intended. Any images of pupils which are used by the School must conform to appropriate standards of integrity and decency, and must avoid any possibility of embarrassment to the subject of the photograph.

3.3 Photographs (e.g. those used for identifying pupils on ISAMS) will not be held on databases once the photographs have been replaced or expired. They will be deleted or disposed of by returning them to the child/parents or by shredding as appropriate.

4.0 PUBLISHING PUPILS' IMAGES AND WORK

4.1 Photographs that include pupils are selected carefully and will not enable individual pupils to be clearly identified. Wherever possible, the Senior School will seek to use group photographs rather than full-face photos of individual children.

4.2 Pupils' full names are avoided on the website, as appropriate, including in blogs, forums or wikis, particularly in association with photographs.

4.3 Written permission from parents or carers is obtained before photographs of pupils are published on the School website (see **Appendix A: Use of Photographs Permission Form**).

4.4 Parents are clearly informed of the School policy on image taking and publishing on the School website and Firefly.

5.0 PHOTOGRAPHS TAKEN ON MOBILE DEVICES

5.1 The taking of photographs with devices such as mobile phones, tablets or cameras without the expressed permission of the person being photographed is strictly forbidden in School or on school transport. Staff using their personal phones to photograph pupils at school events must download the images onto the School photograph drive and then delete them from their own devices as soon as possible.

5.2 Photographs or video footage of students should be stored securely and only on school equipment.

5.3 Wherever possible, Staff should not photograph students using their own devices but should use School cameras, tablets or mobile phones.



6.0 PARENTAL PHOTOGRAPHY

- 6.1 In many cases, photographs taken at school events form an important part of family albums, and everything possible will be done to ensure this is allowed to continue. Parents are welcome to take photographs of their own children at awards ceremonies, school concerts/shows and sporting events for their own personal use. However, care must be taken not to interfere with the smooth running of the event or to compromise Health and Safety.
- 6.2 Commercial copyright in school shows or drama productions will normally preclude parents from filming or recording pupil performances. If that is the case, the audience will be told that there must be no infringement of copyright.
- 6.3 From time to time, the media are asked to cover school events or to highlight pupil successes – this is an important part of publicising pupil achievement and informing the wider community about educational initiatives.
- 6.4 Photographs of pupil activities and achievements may be posted on the School website. Consent forms for photographs to be taken of pupils will be sent out to parents (please see **Appendix A**) when their child joins the school. In all cases the School will respect the wishes and the image rights of the individual. Where general or specific consent is withheld by a pupil or parent, the Deputy Head (Pastoral) will ensure that all staff are informed, and the School will make every effort to comply sensitively with the request.

7.0 SCHOOL PHOTOGRAPHER

For many years, the School has engaged the services of an outside photographer to take photographs of groups of pupils. Copyright on all such photographs is retained by the photographer.

8.0 SCHOOL TRIPS

Photographs taken on school trips may be displayed on the website, within individual departments, classrooms and on school noticeboards or screens after the pupils return to School. They may also be included in the School Magazine or on the School Twitter feed & Facebook pages. In the longer term, such photographs may be retained as part of an archive recording the history of the School.

9.0 E-SAFETY CONSIDERATIONS

- 9.1 In accordance with our e-Safety Policy, students are regularly reminded about the risks posed by posting images online. Pupils and Staff must not take any images of each other or other members of the school community which would be regarded as inappropriate. Electronic or mobile phone transmission of such images without consent is a disciplinary offence (please see the *Behaviour Management Policy 2020-21*, *Mobile Phone Policy*, *e-Safety Policy 2020-21* for further details).
- 9.2 The School's Data Controller will ensure that appropriate controls are imposed on images recorded on CCTV. Such images will be retained securely and only viewed by designated members of staff responsible for School security.
- 9.3 It is a disciplinary offence for any pupil or member of staff to publish or transmit any image which brings the School into disrepute.



10.0 E-SAFETY GUIDANCE FOR PUPILS

- 10.1 In Years 7-13 the pupils will have to read through the Use of ICT and Mobile Phone Policy which is in the Pupil Code of Conduct with their form tutor. This will be set on Firefly as a task and they will have to click to complete the task and agree to abide by the rules. Within this there is advice about staying safe online.
- 10.2 Each form room and computer room displays laminated e-safety posters, and the School's internet access is monitored via iboss filtering appropriate to the age of pupils.
- 10.3 It is recognised that hand-held devices may well not have any form of internet filtering, although pupils are regularly advised to ensure that they protect their mobile phones with appropriate anti-malware software.
- 10.4 Mobile phones and associated cameras are not be used from 8.30am until 3.50pm, and students are expected to turn their phones off and store them securely (for example, bag, blazer pocket or locker) – this is a basic School rule which is punishable with a detention and the confiscation of the device if it is contravened. Pupils must not take photos or videos around the school site or whilst on a school trip or fixture at any time, unless given permission by a member of staff for a specific educational purpose.
- 10.5 If they are used during the school day, smartphone cameras are carefully monitored, particularly when they are used by students in Photography Club; students are given guidance on appropriate behaviour.

11.0 STAFF USE OF MOBILE DEVICES

- 11.1 Staff are asked to restrict their use of personal mobile phones during the school day when they are around pupils, and reference is made to this in both the Staff Code of Conduct and the Safe Working Practice forms.
- 11.2 School ipads are used on a daily basis by staff for professional purposes only, and should not be used at times when staff are responsible for supervising pupils (eg. when on duty in the Dining Hall)
- 11.3 **If Senior School staff visit the Prep School, they should understand that for safeguarding reasons, no mobile devices are permitted in the Foundation Stage areas of the Prep School, and that they** Staff should not use personal devices such as mobile phones or cameras to take photos or videos of pupils that could be viewed as inappropriate

12.0 RELATED POLICIES

This policy should be read in conjunction with other relevant School policies, including:

- Anti-bullying & Cyberbullying
- Behaviour Management (including the Pupil Code of Conduct)
- Educational Visits
- e-Safety
- Internet Usage
- Safeguarding and Child Protection
- Staff Code of Conduct
- Mobile Phone Policy



Last reviewed August 2020

Next review due August 2021



APPENDIX I

USE OF DIGITAL IMAGES OF PUPILS BY THE SCHOOL

The School makes various uses of images of pupils during their time at school.

Some of these are necessary for administration and the safety of pupils, such as CCTV. Media uses, including photos of pupils at work or playing games, may be included on the School website or as part of a School prospectus, magazine or the School's social media sites.

Please indicate below if you consent for the time being to your child's image being used in School media. In the Senior School, where appropriate (owing to the pupil's age or nature of the use) we will also seek the written consent of a particular pupil before publishing any image where that pupil is a particular focus of the shot, or identified by name, but not when included as part of a larger group or team shot.

- When posting images for external use, we avoid using surnames
- If showcasing digital video work to an external audience, we take care to ensure that pupils are not referred to by name on the video, and that pupils' full names are not given in credits at the end of the film
- Only images of pupils in suitable dress will be used

NAME OF PUPIL: **FORM:**

Tick []

Yes, I consent to my child's image being used in School media in the manner described.

You may withdraw consent at any time in the future. If you object to such uses until further notice, please indicate below.

OR:

Tick []

No, I object to all non-essential uses of my child's image without specific consent.

Please give reasons [optional]: _____

Do you consent to the school retaining photos for Alumni purposes? Please circle: **YES / NO**

Please be aware that objecting will not necessarily mean that the School will not continue to process images of your child that are either necessary for administration of the School or where the School requires it and is otherwise lawfully entitled to do so. It may not be possible to change printed publications, such as the school magazine or prospectus, or third party publications (for example where we have placed an advert or provided an image to a newspaper). **Please see our Privacy Notice and Digital Images Policy for further details.**

I have read and understood this document. I understand that images of my child(ren) will only be used to support learning activities or in publicity that reasonably promotes the work of the school, and for no other purpose.

SIGNED: _____ **(Parent/Guardian)** **DATE:** _____